

The ONLY products featuring CHALLENGE UPGRADE™
...You-Control™ options to make learning fit each individual child!!!

COMPUTER SOFTWARE

ACE DETECTIVE	Critical Reading/Drawing Conclusions
ACE EXPLORER	Reading/Sequencing
ACE INQUIRER	Reading for Fact or Opinion
ACE REPORTER	Reading for Detail/Main Idea
ACE REPORTER DELUXE	Computer Game and Newspapers for Reading and Writing
ACE PROGRAMMER	Basic Programming Skills
AUTHORI AUTHORI	Playwriting/Creative Writing
BAKE & TASTE (MCGA/VGA)	Simulation/Following Directions
BEING GIFTED: THE GIFT	Developing the Potential of the Gifted
CAMPAIGN MATH	Political Science & Fractions
CAPITALIZATION & PUNCTUATION	Grammar Skills
CAT 'N MOUSE	Word Associations/Relationships
COTTON TALES	Introduction to Word Processing
COTTON'S FIRST FILES	Introduction to Organizing/Categorizing
CROZZWORDS	Crossword Puzzles
DYNO-QUEST	Simulated Science Adventure
EASY STREET	Reading & Math Readiness
ENGLISH COMPOSITION	Grammar and Creative Writing
ENGLISH LITERATURE	Analytical Reading and Writing
ESSAY EASE	Writing & Illustrating Essays
EXPOSITORY WRITING	Organization and Clarity in Writing
FRACTION-OIDS	Fraction Facts
GENERAL BUSINESS	Disks and Worksheets for Business
GENERAL MATH	Reinforces Math Skills
JUMBLEZZZ	Vocabulary & Reading Skills
JUNIOR EXECUTIVE	Business Thinking Skills
JR. HIGH WRITING SERIES	Writing Skills
THE LAB: BIOLOGY	Simulated Biology Experiments
THE LAB: CHEMISTRY	Simulated Chemistry Experiments
MATH MAGIC	Counting/Addition/Subtraction
MINDPLAY WORKS	Word Processor, Database, Spreadsheet
NEWSWRITING	Narrative Writing
PACESETTER	Study Skills/Organizing & Planning
PICTURE PERFECT	Creative Drawing & Writing
POETRY PALETTE	Poetry Writing
RACE THE CLOCK	Verbs and Words
ROBOMATH	Multiplication & Division
SR. HIGH WRITING SERIES	Writing Skills
SENTENCES AND PARAGRAPHS	Grammar Skills
STORY SKETCHER (MCGA/VGA)	Short Story Writing
TEXT TIGER	Word Processing Skills/Program
U.S. HISTORY	Historical Analysis
VOCABULARY TUTOR	Interactive Vocabulary Skills
WORDZZZSEARCH	Hidden Word Puzzles
WORLD HISTORY	Historical Analysis
WRITING DESCRIPTIVELY	Descriptive Writing Skills
WRITING TO EXPLAIN	Expository Writing Skills
WRITING FOR FUN	Creative Writing
WRITING LETTERS	Instructions and Practice in Letter-Writing
THE WRITING PROCESS	Writing Effectively
TAPES	
KID FUN	Children's Songs for Creativity & Self-esteem
STAR-U-ARE	Guided Imagination Tapes for Self-esteem
STAR SONGS	Children's Songs for Self-Control and Confidence
OTHERS	
GEO-SPHERE	Geography & Map Reading
KID-LEIDOSCOPE	Current Events Newspaper Plus 4 Computer Games

Cotton Tales

**Introduction to
 Word Processing and
 Desktop Publishing
 for Beginning Readers**

Grades Pre-K to 3

Teacher's Guide



Methods & Solutions, Inc. Tucson, AZ

400022



Objectives

The objectives of **Cotton Tales** are:

1. To introduce the concepts of word processing.

Cotton Tales is designed to simplify word processing for students who are just learning to read and write. The text consists of pictures and words in large type that may be chosen from picture menus. In addition, a typing option is available for entering words. Picture menus make it easy for students to enter pictures/words, insert, copy, erase, and use disk utilities.

2. To provide a medium for creative writing for non-readers and beginning readers.

Cotton Tales makes it possible for beginning readers to express themselves with pictures and words. It combines the ease of using a word processor with the excitement of graphics, and provides the motivation and means to help students communicate creatively.

3. To translate pictures into words.

The picture translator helps students see how pictures are represented by words. It may be used to assist children learning to read, or as a motivational feature. The picture library consists of 192 pictures, many of which have been chosen from first and second grade vocabulary lists.

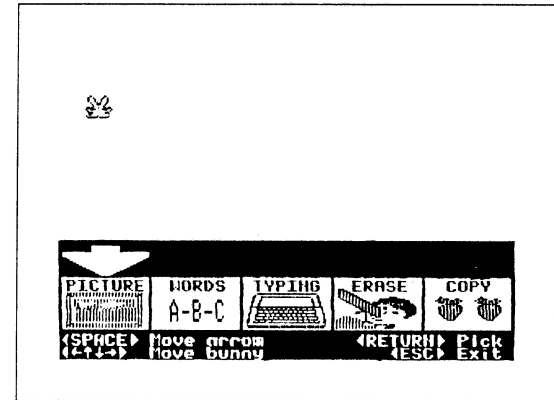
4. To provide teachers with a tool for making worksheets.

Worksheets can be created using **Cotton Tales** graphics and text. The worksheet feature includes space to type in the student's assignment and six ready-made grid formats to provide a professional finish.

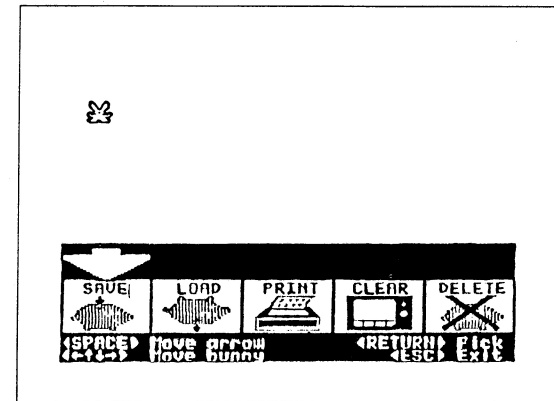
Cotton Tales is also appropriate for older students. Many language arts lessons can be enriched by using a combination of graphics and text.

Directions

The two following screens display the full set of options available to the student. However, many of the features may be changed and customized by using the Challenge Upgrade™ portion of the program.



Story Menu



Disk Utilities Menu

Instructions are available in the accompanying manual. Interactive on-screen instructions are also available for the student.

For optimal use of **Cotton Tales**, a printer is recommended. If a printer is not available in the classroom, you may wish to save students' work and print it out at another place or time.

Teaching Word Processing

Set Challenge Upgrade™ options to fit your students. (See Challenge Upgrade™ on page 8.)

Lesson One

Objective: Learning about the keys: Arrow Keys, ESC, Space Bar and RETURN (ENTER key on the IBM).

Before beginning, the student should practice finding and using these keys. They are used in all word processing programs except those that are exclusively mouse-operated. The Instruction portion of the **Cotton Tales** program offers interactive practice with these keys. Since the instructions do require reading, you may want to show students the keys before beginning the program or assist them during the instructions.

Lesson Two

Objective: Using the shortcut to go through the Picture Library and Word Dictionary quickly.

The shortcut is the pink circle on the left-hand side of the Picture Library or Word Dictionary Menus. Ask students to find the fastest way to look through all the pictures. Repeat for the words.

Lesson Three

Objective: Entering pictures and words.

Enter twelve different pictures and four different words. If Grouping is ON, practice by first selecting a picture or word group (see Challenge Upgrade™).

Lesson Four

Objective: Placing pictures and words in specific areas of the writing screen.

1. Enter the same picture six times, but move the bunny to leave an empty area between each picture. **Or...**
2. Fill line one with words. Skip line two. Then fill line three with words.

Lesson Five

Objective: To scroll up and down.

Enter a picture in the first space on the writing screen. Without using the same picture again, enter 18 additional pictures. Ask the student to find the original picture. (The player will need to move the bunny up in order to scroll the screen up.) Then ask the player to add five new pictures to the end. (The player will need to move the bunny down to scroll into position.)

Lesson Six

Objective: To erase, delete.

1. Fill three rows with different pictures. Move the bunny back to the first picture. Return to the Story Menu and pick Erase. Erase all the pictures in the first row by pressing the <RETURN> key (<ENTER> on the IBM) repeatedly. Fill the row again. This time erase only the picture in the center of the screen. **Or...**
2. Use Erase to make the tricycle move. Find the picture of a tricycle. Place it in the top right corner of the screen. Move the bunny to the top left corner of the screen. Erase the empty spaces in front of the tricycle.

Lesson Seven

Objective: To insert.

Enter the same picture twice. Then add a different picture or symbol between the two. In order to do this, students will have to place the bunny on top of the second picture and then enter (insert) the new picture.

Lesson Eight

Objective: To copy.

Copy remembers the last picture or word entered. Enter a picture of a ball (or any graphic) in the first space of the writing screen. Use the <SPACE BAR> to look at other pictures. Do not enter any pictures. Then return to the Picture Menu. Select Copy. The last picture or word placed on the writing screen will be copied.

Lesson Nine

Objective: To clear the screen.

Fill the screen with 15 pictures and words. Go to the Disk Utilities Menu and select Clear. Press <Y> when the program asks, "Are you sure you want to clear the screen?" This is much faster than erasing the screen one picture/word at a time.

Lesson Ten

Objective: To print.

The printing options should be set in advance by the educator until the student is familiar with disk utilities. Once the options have been set the player simply presses the <RETURN> key to start printing.

Lesson Eleven

Objective: To learn disk management.

1. Begin by having the student save his/her work. (Screen prompts will require some reading.) The screen will prompt the student to put in a data disk and name the file.
2. Be sure that the screen is cleared. Have the student enter a new picture and save that file as well. Next, ask the student to use the Load function to load the first file back in.
3. Finally, have the student delete the original file by using the Delete function. Then return to Load to see if the deleted file has disappeared.

Designing Worksheets

The worksheet feature works as if you were laying a grid over the graphics and text entered on the writing screen. There are five grid formats available plus a blank format which has no grid.

Making a Worksheet

Step 1: Enter the text and graphics onto the writing screen exactly as you want them to appear. The lines of the grid will be filled in later.

Step 2: Select Print from the Disk Utilities Menu. Then choose Set Options and Worksheets from the Printing Menu.





















Step 3: A box will appear with room for the Worksheet Description. Fill in any text you may want to appear at the top of your worksheet. For example, if you've created a "one of these things is not like the others" worksheet, you might type "Place an X over the picture that does not belong" into this box.




Step 4: Follow screen directions to view and select the grid format you want to use. Select printer options for size and background as desired.






Step 5: Return to the Disk Utilities Menu to save your worksheet on a data disk. (You may skip this step if you do not want to save the worksheet.)

Step 6: Return to Print and select Start Printing.

Step 7: Reset the printing options for graphics or text. This keeps the disk ready for use by students.

				
kitten	toad	coat	bee	flute
				
lind	role	pole	meat	cute
				
smile	cape	home	sled	fur
				
ice	coll	cow	feet	ruler

				
BABY	TRUCK	CAKE	FEED	LOOK
				
tree	turkey	earth	leaf	pear
				
bread	steak	cheese	zebra	bear
				
key	heart	dog	cat	fish

	3
	4
	2
	1
	2

	zoo
	lion
	elephant
	giraffe
	zebra
	lion
	elephant
	giraffe
	zebra
	lion
	elephant
	giraffe
	zebra
	lion
	elephant
	giraffe

	tree
	turkey
	earth
	leaf
	pear
	bread
	steak
	cheese
	zebra
	lion
	elephant
	giraffe
	zebra
	lion
	elephant
	giraffe

Encouraging Your Students' Talents

1. Have students keep a journal for one day. For young students the journal can be a list of pictures that will remind them of things that happened that day.

Expand the journal to one week. Then use the journal as a reminder in order to write about the best thing (or the worst thing) that happened that week.

2. New forms of writing can be lots of fun. Have students write imaginary telegrams and postcards to each other.
3. Have students form small groups in which to write about selected topics. The following are some topics your class might like to write about:

Who Lives Under My Bed?

The First Time I...

The Bravest Person on TV

The Person on the Bus

4. Join the *Mindplay* Pen Pal Club. *Mindplay* will be happy to put classes around the country in touch with one another. Send us a short note indicating the class, teacher, school name, and address. We will send you the name and address of a Pen Pal class that has expressed a similar interest.

Students will be able to write to children in other parts of the country. The more schools participating, the more exciting it will be for your students. Join today. (No other use will be made of the Pen Pal Club list.)

Pen Pal Club

To register your class, send a short note to *Mindplay*, 3130 N. Dodge Blvd., Tucson, AZ 85716. Please be sure to include your name, school and address.

Additional Activities

1. Use the Picture Library and Word Dictionary to find words that contain sounds you are teaching.
2. Make an alphabet book.
3. Make a class dictionary. First enter pictures in alphabetical order and print them out using the Graphics print option. Then print them out again using the Text print option. Match the words with the pictures.
4. Have each student write a rebus, then trade and let students try to decipher one another's work.
5. Ask students to make picture flash cards for arithmetic questions. Use the plus, minus, and equal signs.
6. Use the award seal (in the "Things" category of pictures) to make or have students make awards.
7. Make covers for reports, posters, greeting cards and invitations.
8. Make your own illustrated fill-in questions by typing dashes in place of missing words or numbers.

Challenge Upgrade

The accompanying manual provides complete details on Challenge Upgrade™. The following are general guidelines for setting up Challenge Upgrade™ features:

Pre-kindergarten to Kindergarten

Typing: OFF

Text: Center

Grouping: OFF

All Caps: ON or OFF

Word Dictionary: Turn all letters OFF and enter custom words (students' names and simple sight words).

Notes

Picture Dictionary: Turn ON only one set.

Sound: ON

Printing: ON (if printer is available).

Kindergarten to Grade 1

Typing: OFF

Text: Center

Grouping: ON

All Caps: ON or OFF

Word Dictionary: Turn on one letter grouping at a time; add custom words.

Picture Dictionary: Turn on four sets.

Sound: ON

Printing: ON

Grade 1 to Grade 2

Typing: OFF

Text: Center

Grouping: ON

All Caps: OFF

Word Dictionary: Turn on all letter groupings; add custom words.

Picture Dictionary: Turn on all sets.

Sound: ON

Printing: ON

Grade 2 and Above

Typing: ON

Text: Center

Grouping: ON

All Caps: OFF

Word Dictionary: Turn on all letter groupings; add custom words.

Picture Dictionary: Turn on all sets.

Sound: ON

Printing: ON